

# Effective Speaking

Mr. Eric D. Warner  
Associate Professor of Speech

SPC 2608: Effective Speaking, 3 Credit Hours  
Summer Term C, 2023  
Class Time: MW 12:30pm – 2:20pm  
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Text: None

## CF Expectations: The Course

SPC 2608 is a three-credit hour course required for an Associate of Arts degree and for many Associate in Science programs. SPC 2608 presents principles of oral communication common to speaking and listening. Emphasis is on preparation and delivery techniques for extemporaneous speaking. The course is designed to teach and/or reinforce specific skills applicable to the Communication Department goals and the CF educational outcomes.

## Instructor/Student Agreement

By accepting this syllabus, you agree that only through cooperation, class attendance, and commitment to semester objectives can we meet the goals of this class successfully.

## Learning Outcomes

<b>Institutional Learning Outcomes</b>	<b>Quiz</b>	<b>Exam</b>	<b>Project/ Paper</b>	<b>Classroom Activity</b>	<b>Service Learning</b>
<b>Communication: The student will read, write, speak, and listen effectively.</b>					
1. Read materials and effectively understand essential facts and concepts.					
2. Write an organized document that communicates effectively and appropriately for the situation.					
3. Listen actively to comprehend main ideas and essential details.					
4. Express clear, well-organized ideas through oral communication.			x	x	

### Class Rules and Norms

1. This is NOT a politically correct classroom. All ideas should be allowed to be expressed, as long as you do so with respect for others. We're all adults here...let's get over the notion of being offended at every little thing. In the marketplace of ideas, we can disagree with one another without attacking each other personally. **"He who dares not offend cannot be honest."** -- **Thomas Paine**
2. You are expected to be in class, on time, each class period. Excessive tardiness can affect your final grade.
3. When the classroom door is closed, academic courtesy dictates that you wait outside the classroom when another student is at the lectern until the speech is finished. Also, please do not leave the room when a student is at the lectern.
4. Once major speeches have begun, the classroom doors will be locked and no one will be allowed to enter. This policy includes those who were assigned to speak that day.

### Other Important Notes

1. **The information on this syllabus and the assignment page may be amended at the discretion of the instructor.**
2. Any graded assignment not turned in on time will receive a grade of zero.
3. There will be no firearms, alcohol, smoking materials, animals, or children allowed in the classroom.
4. All outlines (both rough drafts and final drafts) must be typed. If they are not, you will not receive credit for completing the assignment.
5. Major speeches must be given on the assigned day. If not, the grade will automatically be a zero.
6. Neither major nor minor speeches can be made up for any reason. You must prepare in advance to be ready for your speeches.
7. The lowest major speech grade will be dropped at the end of the semester.

### Grading Scale

Course grades will be determined by your performance on speeches, homework assignments, tests, and the final exam. More specifically, your grade will be comprised as follows:

A	90-100
B+	87-89
B	80-86
C+	77-79
C	70-76
D	60-69
F	Below 60

### Major Speaking Assignments

1. Commemorative Speech (3-5 minutes)
2. Informative Speech (3-5 minutes)
3. Demonstration Speech (4-6 minutes)
4. Persuasive Speech (4-7 minutes)

### Minor Speaking Assignments (less than 60 seconds each)

1. Introductory Speech
2. Brown-Bag Speech (minimum of 3 items)
3. Your favorite holiday (give 2 reasons why it's the best)
4. Someone who has been influential in your life
5. One person that you'd like to spend a day with
6. If you could try one profession for a day, what would it be? Why?
7. Your favorite quote and why it's your favorite
8. If you could go back in time and change ONE thing, what would it be and why? (And, yes, you must change something!)

### Assignment Point Values

Minor Speeches:	80 points total (10 points each)
4 Major Speeches	450 points (lowest grade dropped)
Homework Assignments:	100 points (20 points each)
Participation:	70 points
<b>TOTAL:</b>	<b>700 POINTS</b>

### Attendance Policy

In order to develop your speaking skills, you need to participate in class activities. Therefore, regular attendance is expected. It is imperative that you attend every class to learn about the various aspects of speech development and delivery. Attendance is not part of your overall grade, but **25 bonus points** added to your final semester point total will be awarded to anyone with perfect attendance (no absences).

### Participation

How you conduct yourself in the classroom will affect your participation grade. Sleeping (or looking like it), texting, social media use (or cell phone use in general), or any other disrespectful action will result in a 5-point deduction for each infraction from your participation grade.

Class Schedule

May 15	Syllabus
May 17	Lecture: <b>Intro to Speech</b> *HW Assignment 1 Due
May 22	Lecture: <b>Managing Anxiety Purpose and Thesis</b>
May 24	Lecture: <b>Outlining</b> *HW Assignment 2 Due
May 29	Memorial Day – No class
May 31	Lecture: <b>Intro and Conclusion</b> M.S. 1
June 5	Outline Analysis M.S. 2 *HW Assignment 3 Due
June 7	Lecture: <b>Audience Analysis</b> M.S. 3
June 12	Lecture: <b>Supporting Materials Visual Aids</b> M.S. 4 *HW Assignment 4 Due
June 14	Lecture: <b>Speech Delivery</b> M.S. 5
June 19	Grading/Evaluation Info M.S. 6 *HW Assignment 5 Due
June 21	Lecture: <b>Informative/Demonstration Speech</b> M.S. 7
June 26	Lecture: <b>Persuasive Speech</b> M.S. 8
June 28	Speech Practice Day

July 3	<b>Commemorative Speech-Group 1</b>
July 5	<b>Commemorative Speech-Group 2</b>
July 10	<b>Commemorative Speech-Group 3</b>
July 12	<b>Informative Speech-Group 1</b>
July 17	<b>Informative Speech-Group 2</b>
July 19	<b>Informative Speech-Group 3</b>
July 24	<b>Demonstration Speech-Group 1</b>
July 26	<b>Demonstration Speech-Group 2</b>
July 31	<b>Demonstration Speech-Group 3</b>
Aug 2	<b>Persuasive Speech-Group 1</b>
Aug 7	<b>Persuasive Speech-Group 2</b>
Aug 9	<b>Persuasive Speech-Group 3</b>

Due to unforeseen happenings, it may be necessary for the course assignment schedule to be altered. I will always strive to be fair about any changes.